

Minutes Tempe Historical Museum Advisory Board April 4, 2013

Minutes of the Tempe Historical Museum Advisory Board recorded at 4:05 p.m. on April 4, 2013, within the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ.

(MEMBERS) Present:

Shirley McKean Mark Hubble

Nikki Gusz

Mary O'Grady

James Schoenwetter Jennifer Wagner

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(MEMBERS) Absent:

Robert McKinley

City Staff Present:

Dr. Amy Douglass, Manager, Tempe History Museum

Guest(s) Present:

Anne Chandler, Tempe Historical Society Board member Robert Stahl, Tempe Historical Society Board member

Alisha Garrison, ASU student

Meeting convened at 4:00 p.m. Shirley McKeen, Tempe Historical Museum Advisory Board Chair, called the meeting to order.

Agenda Item 1: Consideration of the February 7, 2013, Meeting Minutes

- Shirley McKeen, Tempe Historical Museum Advisory Board (Museum Board) Chair, presented the *February 7, 2013* Museum Board *meeting minutes* to the Museum Board members for review and consideration.
- MOTION: Dr. James Schoenwetter moved to approve the February 7, 2013 Museum Board meeting minutes document as presented.

SECOND: Jennifer Wagner seconded.

DECISION: February 7, 2013 Museum Board meeting minutes document approved as presented.

Consideration of the March 7, 2013, Meeting Minutes

- Shirley McKeen, Museum Board Chair, presented the *March 7, 2013* Museum Board *meeting minutes* to the Museum Board members for review and consideration.
- MOTION: Mark Hubble moved to approve the March 7, 2013 Museum Board meeting minutes document as presented.

SECOND: Jennifer Wagner seconded.

DECISION: March 7, 2013 Museum Board meeting minutes document approved as presented.

Agenda Item 2: Communications Report

- Dr. Douglass informed the Board Members that the *Ebb and Flow* exhibit opening will take place in the Community Room on Friday, April 12, 2013 at 5:30 pm. Vice Mayor Onnie Shekerjian will be attending.
- Dr. Douglass reported that the Museum Board members were invited to attend one of two forums held on Sustainable Tempe. Information will be shared concerning Arizona State University's (ASU) and Tempe's sustainable initiatives. She passed around the flyer that contained information on the time and location of the forums.

Agenda Item 3: National Accreditation

- Dr. Douglass gave an update on the four major documents that are required by the American Alliance for Museums (AAM) for accredited institutions.
 - Collections Management Policy: The Policy, Procedures and Accessions Committee (P, P & A) met on Friday, March 29 and completed their review of the Collections Management Policy. Dr. Douglass passed out copies of the policy and requested that the Museum Board members review it so that it can be discussed and voted on at the May meeting. She thanked Museum Board member Jennifer Wagner for all of her work in formatting the document.
 - Code of Ethics: Dr. Douglass stated that all but two sections of the code have been completed. The P, P & A Committee reviewed the collections portion of the code and it was imbedded in the Collections Management Policy. Mary O'Grady will be writing the balance of the code. It should be completed by the May Museum Board meeting and will be ready for review at that time.
 - Strategic Plan: The strategic planning process will begin in late April/May time frame. It will be a joint effort between the Museum Board and the staff.
 - Disaster Preparedness and Emergency Response Plan: Dr. Douglass stated that she will be setting up a committee to work on this plan. Her goal is to complete this document by the end of the fiscal year so that it will be ready for Museum Board approval in the fall when the Board meets again after the summer break.

Agenda Item 4: Four Disciplines of Execution

- Dr. Douglass stated that this project is officially completed, however the marketing of the changes in the exhibit gallery will continue.
- The staff have been tracking repeat visitation and it is higher than initially believed, averaging 42% per month. The museum will continue to track repeat visitation to see if it remains consistent or if there are patterns in its fluctuation.
- Nikki Gusz and Dr. Schoenwetter commented that this high rate of visitation should be touted because it shows that the museum is being used by the community and the city is getting a good return on its investment.
- The staff will continue using the Four Disciplines process to make continual changes in the exhibit hall; the next areas of focus will be the *Living Together* and *College Town* sections.

Agenda Item 5A: Report - Public Programs Representative

- Shirley McKean, Public Programs Committee representative and Museum Board Chair, commented that the *Performances at the Museum* event on March 14 featured songs of the 1930s performed by the 198 String Band. The program was in partnership with the ASU Public History Program.
- On Saturday, March 16 LOUD II took place outside in the courtyard. This event featured brass bands, food trucks and crafts for children using recycled materials to make musical instruments. Other organizations such as Clarinets for Conservations, City of Tempe ERIC program, Salt River Project and the Phoenix Chapter of the Electric Auto Association also participated. Attendance was 427.
- Grady Gammage talked about water resources and urban planning on March 21 as part of the *Third Thursday* series.
- Upcoming events include a performance by Pick and Holler on Saturday, April 6 featuring traditional Appalachian music.
- On April 18, Colleen Jennings-Roggensack will be our *Third Thursday* speaker and will talk about the future of the performing arts.

Agenda Item 5B: Report - Policy, Procedures and Accessions

- Jennifer Wagner, representative on the Policy, Procedures and Accessions Committee (P, P & A) stated that there are currently seven provisional deposits.
- New acquisitions include a Purple Heart from World War II; a Tempe logo jewelry pin donated by Dottie Cooper Nelson; an autographed ASU Rose Bowl commemorative football; an Amtrak brochure; Presidential inauguration material and a painting by Anna Miller Corbell.
- There are no new loans.

Agenda Item 5C: Report - Tempe Historic Preservation Commission

Mary O'Grady reported that she was unable to attend the meeting. She stated that the
agenda included the evaluation of the historic eligible classification of different properties
and updates on projects by the student interns working in the Historic Preservation
Office on potential National Register nominations.

Agenda Item 5D: Report - Tempe Historical Society

- Anne Chandler, representative to the Tempe Historical Society Board (Society Board), stated that the Society Board held a retreat on Saturday, March 30. During the retreat, they decided that the principal goal of the Society will be story telling. They discussed programs to offer the public and how to increase membership.
- The Society Board developed a new tag line, "Preserving and Celebrating Tempe."
- The next step will be to meet with a consultant to develop a marketing campaign.
- The next lunch talk will be on Wednesday, April 10. The speakers will be Dr. Jerry Howard and Dr. Tom Wilson. They will speak about the Mesa Grande Ruin.

Agenda Item 5E: Report - Oral History Program

- Bob McKinley, Oral History Program representative, was absent so Dr. Amy Douglass gave the report.
- She stated that the Oral History Committee met on April 3.
- Susan Jensen has completed 60 transcriptions.
- Volunteer Jen Sweeny is continuing with cataloging new oral history interviews.

- Completed transcripts will be converted to pdf format for eventual placement on the museum web site.
- Dr. Douglass stated that some of the transcripts only exist in hard copy form.
- Museum Board member Mark Hubble and guest Robert Stahl mentioned that there is software that will scan a hard copy document and convert it into a Word document for editing and indexing purposes.
- The museum is working on a partnership with Story Corps so that the museum will become a repository for the locally made recordings of narratives. Currently the City Attorney's office is reviewing the agreement.

Agenda Item 6 - Board Member Announcements

There were no announcements.

Agenda Item 6 - Future Agenda Items

Meeting adjourned at 4:30 p.m.

No new agenda items were identified

The next meeting of the Tempe Historical Museum Advisory Board is scheduled to take place at 4 p.m. on May 8, 2013 in the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ, 85282.

Prepared by: Dr. Amy Douglass, Tempe History Museum Manager Shirley McKeen, Chair, Tempe Historical Museum Advisory Board